

CANDIDATE PACK

Bioregional

Insights & Engagement Coordinator

Corporate Sustainability



A large group of Sustainable Ventures team members and portfolio company founders posing in front of a wall displaying logos of various startups. The Sustainable Ventures logo is visible in the top right corner of the image.

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WELCOME LETTER

Sue Riddlestone OBE

BIOREGIONAL CEO & CO-FOUNDER

Dear candidate,

Thank you for your interest in the role of Insights & Engagement Coordinator (Corporate Sustainability) at Bioregional.

I co-founded Bioregional in 1994, and we've been breaking daunting sustainability challenges into achievable, collaborative steps ever since.

It is my great privilege to lead a small but passionate team of experts dedicated to helping businesses and communities to thrive within a sustainable world.

This challenge has never been more important, or more urgent, and so we are embarking on a new

growth strategy to scale up our impact.

As our Insights & Engagement Coordinator in our Sustainable Business team, you'll deliver research, prepare client-ready materials, workshops and support business development activities, enabling Bioregional to grow strategic client relationships

I am proud of the culture that we've developed over the years at Bioregional. We are professional, honest, and always true to our values: we're big thinkers, holistic doers, and collaborative enablers.

And we pride ourselves on being a fantastic place for colleagues to develop their skills and careers,

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I am proud of the culture that we've developed over the years at Bioregional. We are professional, honest, and always true to our values.

whether they are a recent graduate or a seasoned professional.

If you feel you have the skills and experience we're looking for, and you share our passion for securing a liveable future, then we would be delighted to hear from you.

If you have any questions about the role or the process, please email [**recruitment@bioregional.com**](mailto:recruitment@bioregional.com).

We look forward to receiving your application.



Sue Riddlestone



Your
new
role

Insights & Engagement Coordinator: Corporate Sustainability

Team	Sustainable Business
Location	Hybrid, London office
Salary	£28,500-34,000 p.a. depending on experience
Contract	Permanent
Hours	37.5 (5 days/week – although <u>we are currently trialling a 9-day fortnight</u> with no loss of pay)



Role & impact

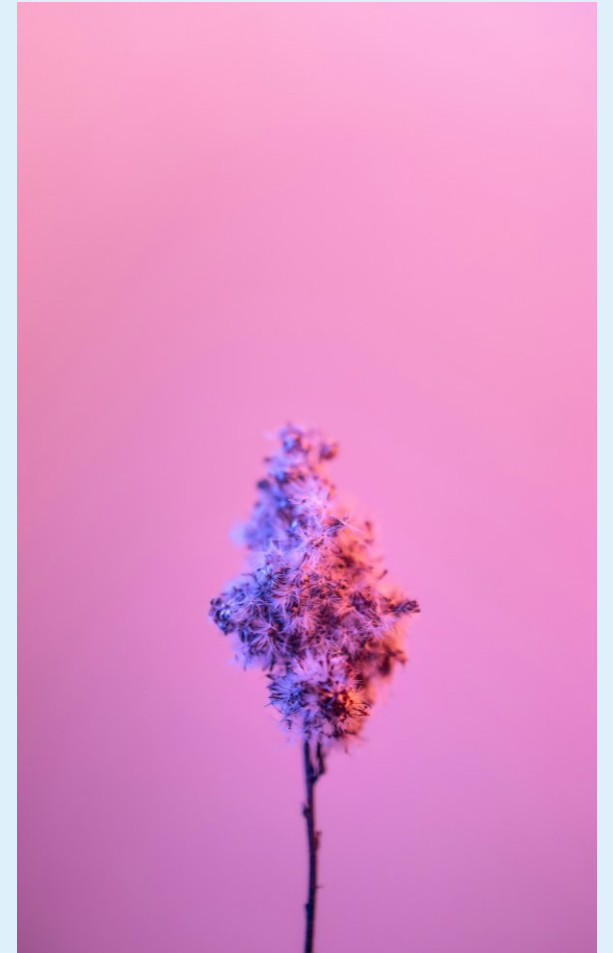
YOUR NEW ROLE

We are looking for a bright, organised and creative early-career professional who is passionate about sustainability and supporting businesses on their transformation journey.

As part of the Sustainable Business team, you'll deliver research, prepare client-ready materials, workshops and support business development activities – including preparing proposals, service decks, case studies and supporting client

discovery calls and pitches; enabling Bioregional to grow strategic client relationships and supporting the delivery of high-quality sustainability projects.

This is a non-technical role, focused on research, storytelling, coordination, business development support, creative content creation and client-facing communication - all aligned to our strategy to deliver high-impact, people-centred and commercially-minded services.

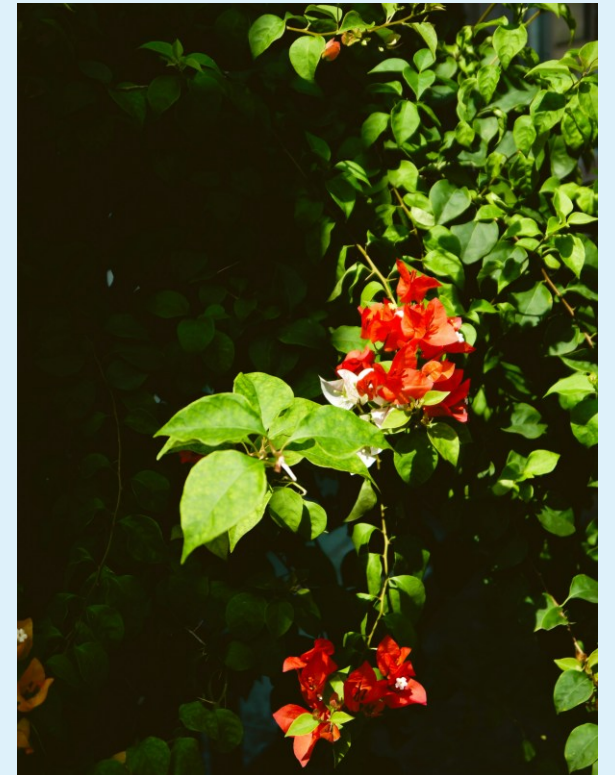


Part of the delivery team, you will work across a range of Sustainable Business projects and business development initiatives, supporting senior consultants and project managers through:



- Research support on sustainability, strategy, products and circular economy, decarbonisation, change management and future trends.
 - Supporting BD pipelines, sector research, targeted prospect lists and client outreach.
 - Drafting and designing proposals, case studies, service decks and client-ready materials (PowerPoint/Canva).
 - Supporting workshops, training sessions and stakeholder engagement activities.
 - Distilling insights, analysis and helping to prepare and write high-quality reports and strategic summaries.
 - Assisting with project coordination, notetaking, meeting organisation and internal communications.
- This role is ideal for someone early in their sustainability career, keen to develop consulting and commercial skills, with a flair for networking and an effective communicator.

- Works across the Sustainable Business project delivery team.
 - Line-managed by a Consultant.
 - Manages tasks independently, including research, content creation, coordination, and preparation of outputs.
 - Able to work with minimal supervision and be comfortable managing stakeholder relationships within specific areas of project delivery.
 - Represents Bioregional professionally in stakeholder engagement and client interactions.
- The candidate will be flexible and enjoy supporting a variety of work requirements.
- The role may involve occasional UK-based travel.



Duties & responsibilities

YOUR NEW ROLE

Project delivery support

Supporting the Business team to deliver high-quality projects and research within the specified time and budget. Specific activities may include:

- Conduct desk research on sustainability, sector trends, circular economy opportunities, change management insights and client pain-points
- Preparation of concise, accurate, well-researched and well-presented reports, presentations and other outputs to meet client briefs
- Support development of sustainability strategies, training content, action plans and client engagement materials
- Organising project meetings and workshops
- Assist with workshop design and logistics, acting as notetaker or cofacilitator where appropriate

60%

Business development

- Supporting business development activities, including writing case studies, researching potential clients and projects and inputting into proposals.
- Ensuring the CRM, and leads & opportunities tracker are up to date
- Support pipeline research, mapping of target sectors, prospect identification and competitor review
- Updating marketing action plan and liaising with the marketing team
- Coordinating annual awards submissions and thought leadership content
- Attending relevant networking opportunities and events with senior team members to build relationships and business leads

30%

Duties & responsibilities

Knowledge management and continuous learning

Developing knowledge and expertise in environmental and social sustainability issues aligned to organisational strategy

Attending internal seminars and external training to develop sustainability knowledge and industry exposure.

Skills training as appropriate to the role.

5%

Organisational management

Supporting the delivery of Bioregional's own One Planet Living action plan.

Attending general meetings, including project updates, team meetings and line management meetings.

Maintaining accurate and up-to-date timesheets.

5%



We recognise that no one can meet all the requirements for a role, so if you believe this role is a good fit for you, we would love to hear from you, regardless of whether you meet all the criteria.

Criteria	Desired	Pluses
01. Skills/abilities	<ul style="list-style-type: none">• Excellent written and verbal communication; able to translate information into clear, engaging content• Strong organisational and coordination skills; reliable, practical and proactive• Competence with the Microsoft suite and strong confidence in visual communication• Experience using AI, preferably Microsoft Copilot, to assist with delivering day-to-day tasks• Ability to create well-designed presentations, decks, diagrams and visual summaries• Curious and confident researcher able to distil insights quickly• A collaborative team player with a positive attitude, adaptable and keen to learn• Self-motivated with flexible attitude and ability to manage own time, including priority-setting, multi-tasking and problem-solving	<ul style="list-style-type: none">• Experience creating or supporting proposals, pitches, BD collateral or case studies• Experience using creative tools (Canva, Miro, Figma, Adobe Express, etc.)• Some exposure to sustainability strategy, circular economy, or change management concepts• Experience helping to run training sessions, workshops, interviews or cocreation activities• Understanding of storytelling principles, narrative development and comms

Skills & experience

Criteria

Desired

Pluses

02. Knowledge

- Good knowledge of current environmental and sustainability issues
- Awareness of how businesses communicate sustainability and engage stakeholders
- Interest in how organisations' change, adapt and innovate

- Familiarity with circular economy principles, systems thinking or material innovation
- Understanding of sustainability strategy, risk/resilience, or net zero concepts (non-technical)
- Any exposure to research methods, insight gathering, or horizon scanning

03. Education

- Educated to degree level or equivalent experience in a relevant field (e.g. sustainability, social sciences, design, business, marketing, environmental studies)
- OR equivalent industry experience in communications, design, research or project support

Skills & experience

Criteria	Desired	Pluses
04. Experience	<ul style="list-style-type: none">• Experience (paid or voluntary) in an office, project support, research, communications or sustainability-related role• Experience producing written content, presentations or communications	<ul style="list-style-type: none">• Any experience in consulting, working in a corporate environment, sustainability teams, design, research or BD support• Experience supporting events, workshops or stakeholder engagement
05. Other requirements	<ul style="list-style-type: none">• Commitment to sustainability and alignment with Bioregional's purpose and values• Passion for creative, people-centred approaches to sustainability• Willingness to occasionally travel within the UK for workshops or client meetings	

About Bioregional



People-shaped support for planet-sized goals



We are one of the UK's oldest sustainability consultancies. Founded in 1994, we have been winning awards and working with partners to create cutting-edge sustainability solutions ever since.

As a purpose-led organisation, our mission is to help businesses and communities to respond to the climate and ecological emergency, and to create a world in which we can all live happy and healthy lives within the limits of our planet's resources.

We focus on real-world impact, helping our clients innovate at the boundaries of best practice.

We have built our expertise, knowledge, and reputation by collaborating with leading industry players, including multinational retailers, housebuilders, real estate investors, pension funds, and local authorities.

As a social enterprise, we're committed to maximising our impact. We also devote time and resources to influencing policy and industry practices.

In other words: we really mean it.

Our values

ABOUT BIOREGIONAL

You'll join a team of sustainability experts dedicated to making even the biggest sustainability goals easy to realise.

We are entrepreneurial and professional, always delivering the highest standards of work and giving colleagues the freedom to innovate.

And we treat everyone with respect, support our colleagues, and embrace diversity and inclusion to create an environment in which everyone can thrive.



How we roll

ABOUT BIOREGIONAL



Beyond compliance

We work with ambitious, inspiring businesses that want to do more than just tick sustainability boxes. We're a 'critical friend' - challenging and stretching our clients, in a positive way, of course. We're also experts at making it good business to do good.



Never cookier-cutter

We bring decades of diverse, multi-sector experience to the table. This gives us rare breadth, depth and agility to adapt to our clients' company culture, projects and needs.



Enablers not theorists

Translating complex goals into simple, concrete steps is our superpower. We work closely with clients to understand their current situation and guide them through the steps necessary for change.

Our benefits



Work-life balance



Work is only one part of your life, and making time for other things is important – be that your family, friends, or yourself. In this role, you'd be required to be in our London office with the team or with clients for three days a week, leaving you the flexibility to work at different locations and times during the rest of the week, whether that be in the comfort of your own home or collaborating with colleagues in the office.

We are currently piloting a 9-day working fortnight with no loss of pay.

That's every other Friday off, giving you more time back to do the things you love, with the people you love.

Health and wellbeing

Health and wellbeing are fundamental to our ethos and our vision of a better world.

We make sure we're a great place to work through regular feedback with

colleagues and run regular social activities – in person and online – to build and maintain our positive working culture.

We are committed to supporting our team through a range of benefits, from our employee assistance programme to our cycle-to-work scheme.



Professional development

We have a learning culture and help our people to enjoy rewarding careers where they will grow and develop their skills.

We build and share our knowledge through regular staff seminars and offer 10 days of training and development time each year, a training budget for each employee, plus additional support for formal training and study.

Our training pathway means that colleagues always understand and have access to the training they need to progress their career, be they an Analyst or a Head of Department.



An ethical employer



We live our values
in everything we
do.

As well as working from sustainable office space alongside like-minded businesses, your benefits include a 6% employer's ethical pension contribution and 25 days of annual leave, rising by one day for each year you work with us, for up to five years, to 30 days of annual leave.

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Impact, awards & culture



[Read our 2024/25 Impact Review.](#)

Small
team.
Big
impact.

Last year, our **Sustainable Business** team supported 40 organisations to develop and deliver their sustainability strategies, product guidelines and net-zero roadmaps. These businesses collectively employ over **120,000 people, with a total turnover of over £17bn.**

Our **Sustainable Places** team worked **with 4 developers and housebuilders** on projects that could deliver over **5,000 sustainable homes**, as well as over 350,000m²

of sustainable commercial or community space.

We supported nearly **30 local authorities** on their planning and policy work, which will help deliver approximately **19,000 sustainable homes** every year.

We make our **One Planet Living framework** available to use free of charge for communities, local authorities, businesses, and housebuilders around the world. Today, **7.3 million people across 22**

countries and six continents are living in or visiting cities and communities that have used One Planet Living.

There are hundreds of One Planet Living projects around the world, and the very best achieve the status of Leader or Global Leader, representing a gold standard in sustainable placemaking. There are now **35 One Planet Living Leaders and Global Leaders.**

30 years. 30+ awards.

Our data geeks have checked, and that's a pretty good ratio.



IMPACT, AWARDS & CULTURE

Epic away days



(Often rainy.
Always brilliant.)

Sustainable offices & hybrid working



We offer flexible and hybrid working to help colleagues embrace the benefits of working from home, while ensuring we have enough time for face-to-face contact and collaboration.

You'll be able to work from our office at [Sustainable Ventures](#) in central London, Europe's largest climate tech ecosystem, offering easy commuting options and a wealth of local amenities on London's South Bank. We also work from the [Eco Business Centre](#) – the UK's first Passivhaus offices – in Bicester, Oxfordshire.

We're committed to diversity, equity and inclusion



While others roll back their ambitions, we're upping ours.

We foster a supportive, inclusive workplace where people can be themselves and achieve great things.

We are committed to improving diversity and inclusion within our organisation – and we actively encourage applications from people of a Black, Asian or minority ethnic background. We

want to grow our team with a wealth of diverse ideas, opinions and perspectives and want to hear from you if you believe you can contribute to this.

We also collaborate with others to support industry-wide D&I initiatives. We make sure that the events we organise or take part in are as diverse as possible.

Testimonials

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glassdoor®
5.0 | ★★★★★

Hannah Scott, Project Manager, 2018-23

I knew from my first day I had joined somewhere special.

Bioregional is a place of immense warmth and creative problem-solving.



Sian Cooke, Head of Sustainable Business, 2015-2024

Bioregional has a fantastic culture and is made up of truly talented people with a can-do attitude.



Joe Pitts-Cunningham, One Planet Living Lead, 2019-23

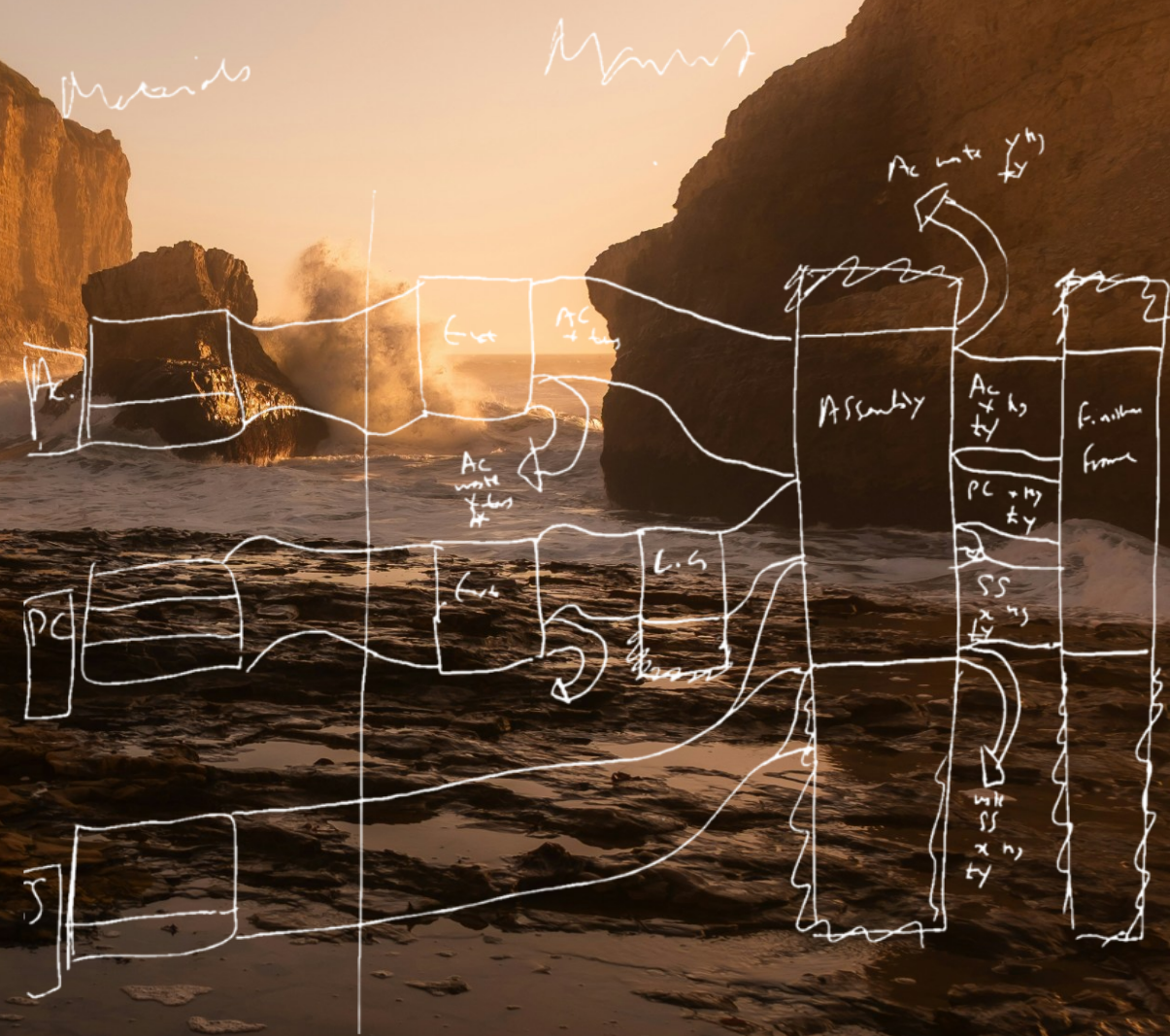
I guarantee a supportive and passionate set of colleagues.

Bioregional is highly collaborative and friendly, but driven and daring.





How to
apply



A photograph of a person in mid-air, jumping off a rocky cliff into a body of water. The person is wearing a green and yellow swimsuit. The background shows a clear blue sky and a lush green landscape with trees and rocks.

HOW TO APPLY

Apply by submitting a CV and cover letter, describing why you want the job and what you would bring to the role, to **recruitment@bioregional.com**

Deadline:
**9am Monday
2 March 2026**

**We
can't
wait to
hear
from
you**

If you think this role is right for you, then **we would love to hear from you, even if you think you don't meet all the requirements set out previously.**

We want to grow our team with a wealth of diverse ideas, opinions and perspectives and want to hear from you if you believe you can contribute to this.

THIS
↙

We encourage you to apply for this role as soon as possible, as we will review applications and conduct initial interviews throughout the advertising period and reserve the right to close the advert early should we find the right candidate.

If we close the advert early, the webpage will be updated/removed.

Interviews will otherwise take place in w/c 9 March at our offices at Sustainable Ventures, County Hall, central London. Please let us know in your application if you will not be available during this period.

Please tell us if you need any adjustments to help you apply or attend an interview.



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bioregional.com